



Plattsburgh, New York

Randal J. Stone
Fire Chief

Plattsburgh Fire Department
65 Cornelia Street
Plattsburgh, NY 12901
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stoner@cityofplattsburgh-ny.gov

MEMO

TO: Mayor James Calnon
Members of the Common Council

FROM: Fire Chief, Randal Stone

DATE: April 1, 2015

RE: Fire and Ambulance Responses

For this two week period: Thursday, March 19, ²⁰¹⁵~~2014~~ to Tuesday, March 31, 2015
our Department has responded to the following:

Fire Calls

30

- 1 building fire
- 8 system activations
- 6 EMS assist
- 6 MVA
- 1 electrical wiring/equipment problem
- 3 cooking fires
- 1 gas leak
- 1 water problem
- 1 removal of victim from stalled elevator
- 1 standby
- 1 dispatched/cancelled enroute

Ambulance Calls

107

Mutual Aid by CVPH

18



2015 COMPLAINTS

Friday, March 27, 2015
3:09:37 PM

DATE RECEIVED	COMPLAINT #	COMPLAINER	STREET #	STREET ADDRESS	PROPERTY OWNER	DESCRIPTION OF COMPLAINT	INSPECTION DATE	INSPECTION REPORT	CORRECTION	CORRECTION DATE
3/18/2015	109-2015	CAROL KLEPPER	2	COUCH ST.	ARC	DOG FECES BETWEEN SIDEWALK & CURB				
3/18/2015	108-2015	CAROL KLEPPER	77-79	BRINKERHOF F ST.	EMMY BODROGI	DOG FECES BETW SIDEWALK/CURB, SOUTH SIDE OF PROPERTY				
3/20/2015	107-2015	PAUL JENSEN	84	BROAD ST.	CIRO CASELLA	WIND BLOWN GARBAGE	3/20/15	SNOW MELTING & GARBAGE BLOWING	PHOTOS TAKEN, PROPERTY CLEANED	3/27/15
3/19/2015	106-2015	SEAN RYAN	8	STETSON AVE.	DULCIE SLOAN	FRONT DOOR BROKEN FROM BURGLARY, KITCHEN SINK FILLS WH WASHER EMPTIES	3/19/15	PAD LOCK ON DOOR,	LTR SENT TO PROPERTY OWNER	
3/24/2015	105-2015	TENANT	104	MONTCALM AVE.	JAA PROPERTIES	RAND HILL CONSTRUCTION TRAILER	3/24/15	RHC TO GET PERMIT FOR TRAILER		3/24/15
3/26/2015	104-2015	ED	45	LAFAYETTE ST.	BRUCE DUSTIN	GARBAGE ON LEFT SIDE OF HOUSE, OVERFLOWING, PILED ON STEPS				
3/25/2015	103-2015	DOWDLE	129-131	BROAD ST.	MOUNTAIN VIEW	TRASH CAN REMAINS IN YARD, GARBAGE STREWN IN DRIVEWAY, FIRE DAMAGE REMAINS				

DATE RECEIVED	COMPLAINT #	COMPLAINER	STREET #	STREET ADDRESS	PROPERTY OWNER	DESCRIPTION OF COMPLAINT	INSPECTION DATE	INSPECTION REPORT	CORRECTION	CORRECTION DATE
3/23/2015	102-2015	ANON	4	COUCH ST.		DOG POOP CHRONIC CORNER OF BUILDING ALL OVER				
3/23/2015	101-2015	ANON	2	COUCH	RANDY CARTER	DOG POOP CHRONIC CORNER				
3/23/2015	100-2015	ANON	67	BRINKERHOF F	NABIH REAL ESTATE	BACK SHED OVERFLOWING W/TRASH				
3/23/2015	099-2015	KASPER	8	STETSON AVE.	DULCIE SLOAN	GARBAGE	3/23/15	VERIFIED, SPE CIAL PICK UP ORDERED	GARBAGE SERV ORDERED.	3/23/15
3/23/2015	098-2015	ANON	62	COUCH ST.		COUCH, TRASH	3/23/15	VERIFIED	REMOVED	3/23/15
3/23/2015	097-2015	ANON	54	COUCH ST.		MATRESS BY SIDE OF HOUSE	3/23/15	NOTICE GIVEN		3/23/15
3/17/2015	096-2015	ANON		SO. PLATT & LIZ. TURN		TONS OF DOG FECES AROUND				
3/17/2015	095-2015	ANON	42	SOUTH PLATT ST		SKUNKS IN GARBAGE, NOT IN CONTAINERS, PLACE A MESS				
3/16/2015	094-2015	MLD	4	WILLOW BEACH		BURNT LUG ON METER MODULE	3/16/15	EMERGENCY REPAIR ON 3/16/15	PENDING	
1/28/2015	093-2015	MLD	164	BOYNTON AVE.#202	ED ZUKOWSKI	CANT HAVE 2 ELECTRIC METERS IN 1 NAME	1/28/15	NO PERMIT FILED	PERMIT FILED & ISSUED	3/13/15

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3/16/2015	092-2015	ANON	94	PROSPECT AVE.	LILY SITU	CARS PARKED AGAIN IN FRONT YARD	3/16/15	SPOKE W/EMPLOYEE E AT JADE, WILL CORRECT		3/25/15
3/16/2015	091-2015	DOWDLE	26	SANBORN AVE.		TRASH IN FRONT YARD-ANIMALS IN, CARS PARKED IN FRONT YARD	3/17/15	NOTICE ON CAR, NO GARBAGE	WILL MONITOR	3/23/15
3/16/2015	090-2015	DOWDLE	29	TREMBLAY AVE.		CAR PARKED IN FRONT YARD, GARBAGE CANS IN FRONT YARD	3/17/15	VERIFIED, CANS BY WALK, UNPLATED CAR	GARBAGE REM,NOTICE PUT ON VEHICLE	3/24/15
3/16/2015	089-2015	DOWDLE	129-131	BROAD ST.	MOUNTAIN VIEW	NO HOUSE NOS., TRASH CANS IN SIDE YARD				
3/16/2015	088-2015	DOWDLE	5092	SO.CATHERI NE		FRONT YARD FULL OF MUD, TRASH IN FRONT YARD	3/17/15	TRASH CAN MOVED, NOTICES PUT ON CARS	LAW HAS NO REMEDY	3/24/15
3/16/2015	087-2015	PATRICIA LEE	27A	COUCH ST.		ELECTRIC VERY HIGH. FEELS PAYING FOR BOTH APARTMENTS.				
2/19/15	086-2015	ANON	84	BROAD ST.	CERO CASELLA	TRASH RUN OVER THE GARBAGE DUMPSTER	2/19/15	PICTURES TAKEN, PHONE,LEFT MES. TO CLEAN UP	YARD CLEANED UP	3/9/15

DATE RECEIVED	COMPLAINT #	COMPLAINER	STREET #	STREET ADDRESS	PROPERTY OWNER	DESCRIPTION OF COMPLAINT	INSPECTION DATE	INSPECTION REPORT	CORRECTION	CORRECTION DATE
3/12/2015	085-2015	ANON	32	POWER DAM WAY		CLUB HOUSE USED AS RESIDENTIAL, MOTO RCYCLE REPAIR SHOP IN BLDG				
3/12/2015	084-2015	AARON THEW	11	LORRAINE ST.		2 GARBAGE CANS LEFT IN ROAD	3/12/15	TENANT TO CLEAN UP GARBAGE	TRASH CANS REMOVED	3/13/15
3/11/2015	083-2015	LUKE BUSH	28	MILLER ST.	RANDY CARTER	LOTS OF DOG POOP, BETWEEN SIDEWALK & CURB & ON SIDEWALK	3/11/15	OWNER TO ADV TENANTS TO CLEAN UP		3/12/15
3/11/2015	082-2015	BRITTANY	94	MILLER ST.	RICHARD PILON	SEWER DUMPING INTO BASEMENT, WATER LEAKING THRU ELEC LIGHTS	3/11/15	ROOF LEAKING THRU LIGHTS	POSTED AGAINST OCCUPANCY	
3/11/2015	081-2015	MICHELLE BRUMSEY	129	BROAD ST.	MOUNTAIN VIEW	BACK DOOR HAS NOT LOCK, LANDLORD REFUSES TO FIX DUE TO ICE	3/13/15	DOOR NOT LATCHING DUE TO EXTR. COLD	REPAIR PENDING	
3/10/2015	080-2015	?		SANDLEWOOD WAY	RALEIGH PALMER	INSULATION COMING OUT OF ROOF, JUNK ALL OVER, UNLIC. CARS	3/13/15	PARKING MESSY, NO UNLIC. VEHICLE	OWNER TO CONDUCT CLEANUP	3/25/15
3/9/2015	079-2015	KASPER	8	STETSON AVE.	DULCIE SLOAN	GARBAGE IN FRONT, MESS	3/10/15	MGR NOT PAID, OWNER NOT ANSWERING	ORDERED DPW TO PICK UP	3/11/15

DATE RECEIVED	COMPLAINT #	COMPLAINER	STREET #	STREET ADDRESS	PROPERTY OWNER	DESCRIPTION OF COMPLAINT	INSPECTION DATE	INSPECTION REPORT	CORRECTION	CORRECTION DATE
3/9/2015	078-2015	ANON	146	PINE STREET	CECIL RESSLER	GARBAGE OUT FRONT ON STEPS, ALL OVER	3/10/15	VERIFIED-GARBAGE NEAR PORCH	ORDERED DPW TO PICK UP	3/25/15
3/9/2015	077-2015	ANON	25	WHITE STREET	MILHORN/D YNKO	FURNITURE LEFT OUT FRONT, GARBAGE CAN	3/10/15	VERIFIED-CARPET,GARBAGE IN FRONT	GARBAGE,CAR PET REMOVED	3/24/15
3/6/2015	076-2015	KENNY	4964	SOUTH CATHERINE	GABE GIRARD	CONSTRUCTION DEBRIS IN YARD FOR MONTH	3/9/15	DUMPSTER ORDERED.	DUMPSTER ON SITE	3/24/15
3/6/2015	075-2015	OCONNELL	15	HOLLAND AVE	PAT ONEIL	SIDEWALKS NOT SHOVELED ALL WINTER	3/6/15	SANDED	MEETS CODE	3/6/15
3/6/2015	074-2015	OCONNELL	104	BAILEY AVENUE	FRANCES RYAN	SIDEWALKS NOT SHOVELED ALL WINTER	3/6/15	NO CODE VIOLATIONS	SIDEWALK TO CODE	3/6/15
3/6/2015	073-2015	OCONNELL	89	BAILEY AVENUE	SUZANNE CATANA	SIDEWALKS NOT SHOVELED ALL WINTER	3/6/15	HOUSE VACANT, LT SENT TO OWNER 3/9	MELTED	3/11/15
3/6/2015	072-2015	OCONNELL	80	BAILEY AVENUE	LILY SITU	SIDEWALKS NOT SHOVELED ALL WINTER	3/6/15	MEETS CODE	OWNER SHOVELED	3/6/15
3/6/2015	071-2015	ANON	58	COUCH ST.		CAR PARKED ON FRONT LAWN & BLOCKING SIDEWALK	3/6/15	NO CODE VIOLATIONS		3/6/15

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1/15/2015	012-2015	DURKIN	6	FLAGLAR DR.	CHAMPAGN E, PAUL	CHIMNEY SMOKE INDOOR NUISANCE	1/16/15	CHIMNEY CONST. 1980	NO VIOLATIONS	1/16/15
1/14/2015	011-2015	LATINVILLE	143a	BRINKERHOF F ST	LATINVILLE, JAMES	GARBAGE ALL OVER APARTMENT	1/20/15	APARTMENT TRASHED	OWNER CORRECTED	1/22/15
1/9/2015	010-2015	PRIMARD	90	MILLER ST	ESTATE OF WAYNE YOUNG	GARBAGE BAGS IN FRONT YARD (VACANT HOUSE)	1/9/15	GARBAGE BAGS IN FRONT YARD	ORDER DPW PICK UP	1/9/15
01/9/2015	009-2015	PRIMARD	94	MILLER ST	R&T ESTATES PROPERTIES LLC	GARBAGE IN BAGS ON PROPERTY	1/9/15	PILE OF GARBAGE BAGS BACK YARD	OWNER CORRECTED	1/9/15
01/8/2015	008A- 2015	DOWDLE	182	RUGAR ST		PARKING ON LAWN		ON HOLD (NEW LAW)		
01/8/2015	008-2015	DOWDLE	135	BROAD ST.		PARKING ON LAWN		ON HOLD (NEW LAW)		
01/6/2015	007-2015	DEFOE	5062	SO.CATHERI NE ST.	KEL PROPERTIES	SHEETROCK IN HALLWAY, FIRE HAZARD	1/8/15	SMALL AMOUNT OF DEBRIS, NOT A VILLATION	NO VIOLATIONS	1/8/15
01/7/2015	006-2015	WOODS	134	MARGARET ST.#201	RANDY CARTER	MOLD ALL OVER FROM 2 HUGE LEAKS, OWNER NOT CLEANED. OPEN CEILING				
1/6/2015	005A- 2015	MAYOR		TIFFANY WAY	TERRY MERON	ICY/SLUSHY SIDEWALKS	1/6/15	ICY ON LYNDE, NO.CATH.	LTR. SENT 1/7/15	1/20/15


CITY OF PLATTSBURGH, NEW YORK
OFFICE OF THE CITY CLERK

Following is a complete statement of all monies received during the month of:

"Feb15

REVENUE SOURCE	CITY REVENUE	DUE OTHERS	TOTAL
Bingo Licenses (City)	25-2540	0.00	0.00
Bingo Licenses (State)	1-0632	0.00	0.00
Bingo License Fees 3%	25-2540	156.42	156.42
Building Permits	25-2555	1289.00	1289.00
Circus License	25-2502	0.00	0.00
City Code	12-1255	0.00	0.00
Code Civil Compromise	26-2614	0.00	0.00
Contractor Fees	25-2557	100.00	100.00
Dog Licenses	25-2542	265.00	265.00
State Neuter/Spay surcharge		42.00	42.00
Extract of Records	12-1255	169.50	169.50
Game of Chance Lic. (City)	25-2541	0.00	0.00
Game of Chance Lic. (State)	1-0632	0.00	0.00
Gas Permits	15-1540	115.00	115.00
Going Out of Business Lic	25-2509	0.00	0.00
Hauler's Licenses	25-2505	0.00	0.00
Housing Code	21-2110	0.00	0.00
Impound Fees	15-1550	0.00	0.00
Interest Temp	1124-2401	2.07	2.07
Jeweler's Licenses	25-2503	0.00	0.00
Marriage Licenses	25-2545	175.00	400.00
Notary Fees	12-1255	0.00	0.00
Peddler/Vendor Licenses	25-2503	0.00	0.00
Returned Check Charges	12-1255	0.00	0.00
Sign Permits	25-2590	150.00	150.00
Specifications	T-30	75.00	75.00
Special Use Permits	21-2110	0.00	0.00
Subdivision Fee	21-2110	0.00	0.00
Subdivision Ordinance	12-1255	0.00	0.00
Taxi Operator's Licenses	25-2507	350.00	350.00
Taxi Vehicle Licenses	25-2504	340.00	340.00
Tree/Stump Removal License	25-2508	180.00	180.00
Vital Statistics	16-1603	4810.00	4810.00
Zoning Ordinances	21-2110	0.00	0.00
Zoning Variances	21-2110	350.00	350.00
			0.00
OTHER REVENUE			
Riverwalk			
1127-2753	120.00		120.00
Auditorium			
1127-2752	100.00		100.00
Centennial Plaques			
1127-2705	0.00		0.00
Lake Champlain Memorial			
1127-	0.00		0.00
RECOVERED FUNDS			
Telephone			
1-1410000-4414	0.00		0.00
Postage			
1-1410000-4470	0.00		0.00
Print & Copy			
1-1410000-4431	0.00		0.00
DISBURSEMENTS:			
	\$8,671.99	\$342.00	\$9,013.99
N.Y.S. Dept of Health	\$225.00	Check No 1348	
N.Y.S. Dept of Ag & Mkts	\$42.00	Check No 1349	
		Total Paid Others:	\$267.00
ADJUSTMENT: None			\$0.00
Chamberlain (Spec. Deposits)	\$75.00	Check No 1350	
Chamberlain (Net Revenues)	\$8,671.99	Check No 1351	
		Amount Due City Chamberlain:	\$8,746.99
			\$9,013.99

Dated at Plattsburgh, New York


Sylvia Parrotte,
City Clerk

21-Mar-15

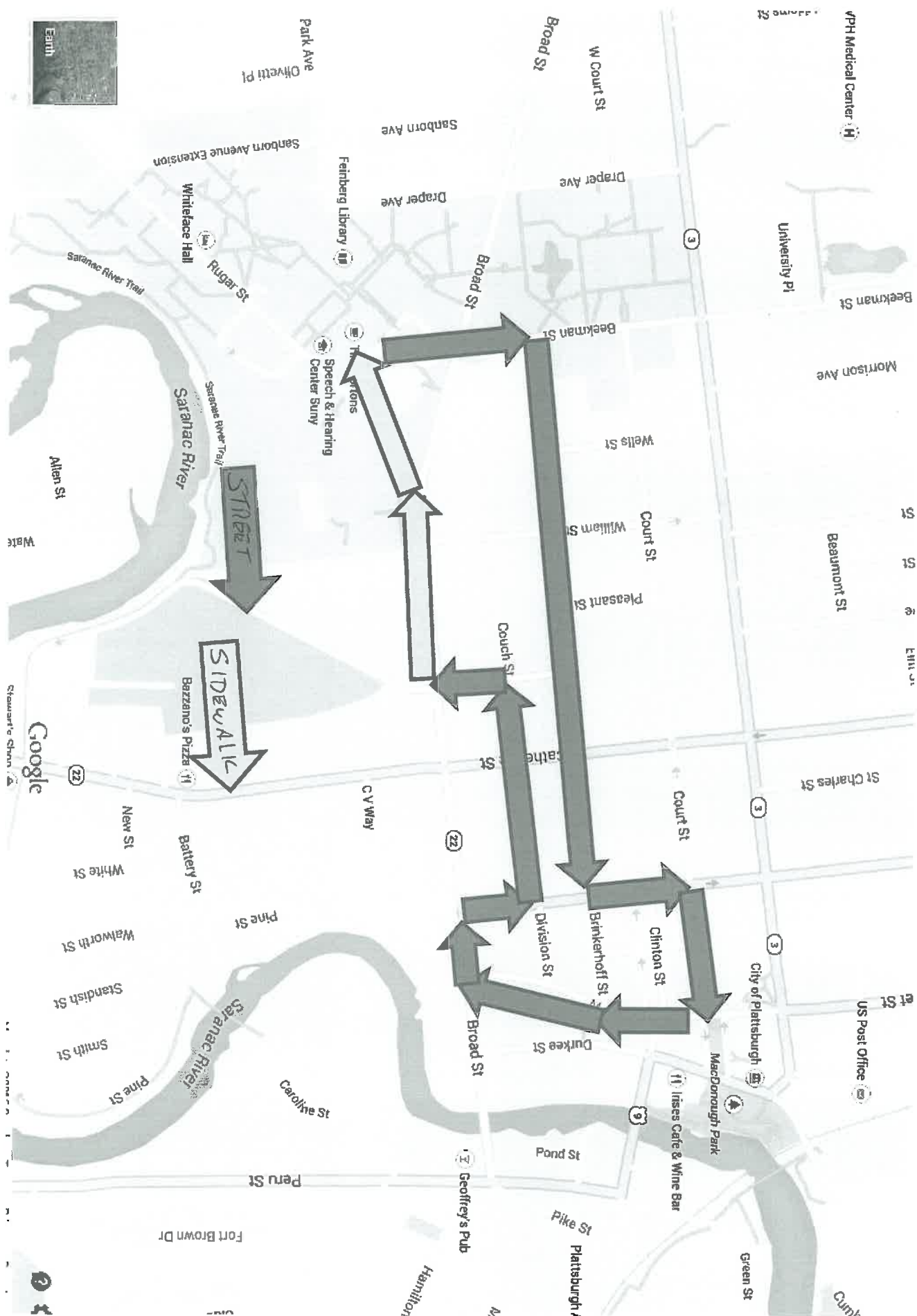
Restaurant Parklet Addendum

All guidelines contained in the table license agreement are applicable to the parking space license addendum.

1. Licensee agrees to pay a fee for the use of the parking space from May 1 to September 30, which fee shall be \$300.00 per parking space. This fee is in addition to the standard sidewalk table fee of \$20 per table. This fee is payable on or before April 1st, or upon the signing of this agreement.
2. Licensee agrees to maintain (clean of debris) inside and outside of and within three feet of the concrete barriers on the street alongside the curbing.
3. Enhancements to the parklets, such as planters, must be properly maintained as well as their contents. Enhancements of wood construction must be stained.
4. Failure to maintain the parklets as stipulated in 2 and 3 will be reported to the City Inspector. Upon the receipt of the third notification of said failure, the permit will be revoked, and the license fee will be forfeited to the City.
5. The City will allocate no more than 15 parking spaces.
6. In the event that requests for parking spaces exceeds the allocation limit, those establishments conducting business on Sundays will be given preference.
7. Commencing May 1, 2015, all businesses applying for a parking space license not having previously obtained said license will purchase the barriers and store them in the off season.

The current table license contract also needs to be amended in Part 9 to add the same language as Part 4 in the parklet addendum.

- Take Back the Night" Route for March on Saturday, April 18, 2015 - 9:15 Start



Lake Champlain Bass Tournament Conservation Plan Resolution

Adirondack Coast Visitor Bureau (ACVB) and City of Plattsburgh

Whereas, several professional bass tournaments have been held annually since 2002; and

Whereas, ACVB and the City annually host the largest number of professional bass tournaments (catch-and-release only) on the lake; and

Whereas, Tournaments are important renewable resource-based economic component of the tourism industry; and

Whereas, Concerns have been noted about existing and potential negative fishery/ecological impacts, etc; and

**Whereas, the major bass tournament organizations are committed to bass conservation; and (see: <http://www.flwoutdoors.com/about-us/mission-and-values/>
<http://www.bassmaster.com/news/bass-conservation-mission>
<http://bassfederation.com/conservation/>**

Whereas, Sound, unbiased research results are now available to support the sustainability of tournaments and guide decision making process re: tournament operations/scheduling; and

Whereas, Tournament fishery quality indices (i.e. average daily creel weights) for Lake Champlain's bass fishery are readily available from major tournament organizations; and

Therefore, the City of Plattsburgh and the ACVB resolve to (with input from stakeholders) adopt a bass tournament conservation plan which promotes sustainable fishery practices, maintains Lake Champlain's aquatic ecological integrity and promotes economic vitality for area businesses and visitors for the foreseeable future. The City of Plattsburgh and ACVB will rely heavily on the Lake Champlain Sea Grant's technical and programmatic expertise to draft the plan by May 29, 2015

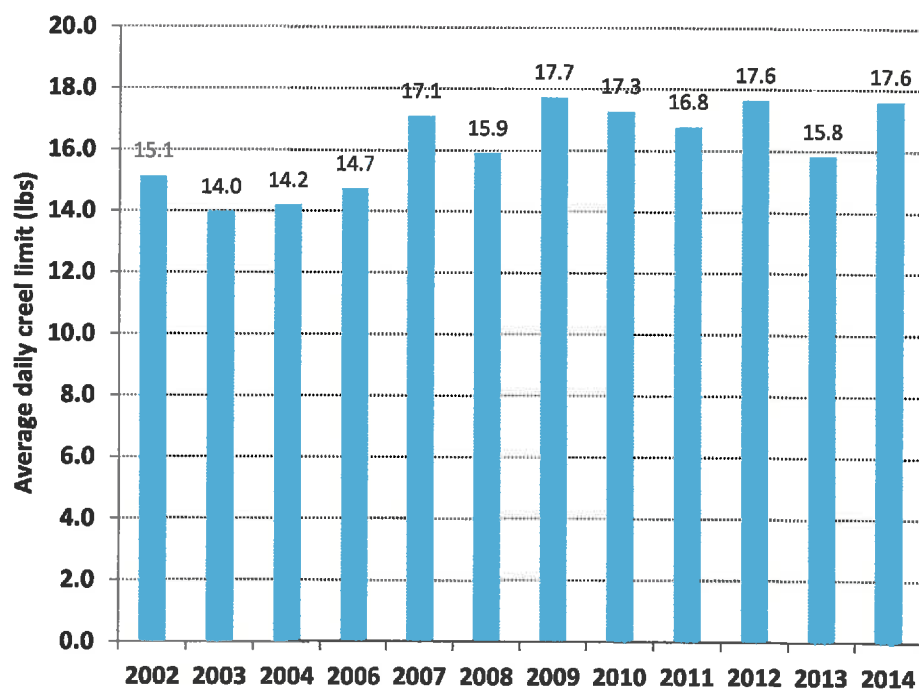


Figure 1. Average daily creel limit weights for the Top 10 anglers from each of the 10 FLW Outdoors Rayovac/Everstart Series tournaments held on Lake Champlain since 2002 (source: FLW Outdoors and Malchoff FLW Tour&Series Plattsburgh 2002-2014 Excel file).



Plattsburgh, New York

Richard A. Marks
City Chamberlain

Department of Finance
6 Miller Street
Plattsburgh, NY 12901
518-563-7704 TEL
518-563-1714 FAX

DATE: March 25, 2015
MEMO TO: Mayor Calnon
FROM: Richard Marks
RE: Judgments & Claims – Budget Transfer

It is being requested to transfer the amount for the 2015 Budget as follows:

Increase: Appropriation: General Fund – Judgments & Claims 1-1930000-4430 \$15,500.00

Decrease: Appropriation: General Fund – Contingency 1-1990000-4430 \$15,500.00

This request provides for an increase in the 2015 Judgments & Claims budget needed to cover \$15,500.00 of unbudgeted appropriations for settlement of a lease dispute with Valcour Island LLC over the City's waterfront property. The corresponding offset for this transfer will be a decrease in the General Fund Contingency budget for \$15,500.00, therefore, the 2015 General Fund Budget for total appropriations will not change requiring no additional appropriation of fund balance.

Thank you for your attention to this request.

Cc: Dean Schneller
Carole Garcia

Request for Proposal

City of Plattsburgh Website Redesign

City of Plattsburgh
41 City Hall Place
Plattsburgh, NY 12901

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Overview

The City of Plattsburgh intends to update its website to enhance user experience, engage our citizens through any and all devices they may use to access the site, simplify and distribute content management, and provide more up-to-date and accurate information and service to its community, meeting the highest standards for design quality and visual appeal, while maintaining ADA compliant accessibility.

Effective, highly-performing websites provide compelling content that keeps users engaged and returning to the site. Effective websites also must make certain that desired content is easily found and that navigation is user friendly. In the City of Plattsburgh, city website content management is not decentralized and currently is almost entirely managed by one person. Decentralized content management, among multiple content managers in each city department, with oversight and guidance provided by the Information Technology Department, is desired.

The City of Plattsburgh intends to engage a development firm capable of implementing all the functionality described in this RFP, but which is also adaptive to budgetary restraints which may dictate these features be developed and delivered over time. The successful firm will also be capable of delivering additional functionality that may be identified in future analyses.

Primary Intent

The City of Plattsburgh intends to secure a professional services agreement with a development firm, experienced and capable of designing and implementing a new City website, aligned with goals above. The City's existing website is currently found at www.cityofplattsburgh-ny.gov, with www.cityofplattsburgh.com as an alias, both of which will continue to be used. The vendor the City seeks will have extensive experience with municipalities, incorporating decentralized content management, providing an ADA compliant, multi-device accessible site, which is user-friendly, and visually attractive.

Background

The City of Plattsburgh is located on Lake Champlain in the northeast part of New York State about 20 miles south of the Canadian Border. To the west of Plattsburgh sits 6.1 million acres of land called the Adirondack Park which contains the famous Adirondack Mountains. There are over one hundred summits, ranging from under 1,200 to over 5,000 feet in altitude.

The City currently employs approximately 250 FTE, with numerous seasonal staff. The city is governed by an elected Mayor as the chief executive, and with a Common Council of six elected representatives, one per city ward. The current mayor of Plattsburgh is James Calnon.

Plattsburgh was founded by Zephaniah Platt in 1785. Plattsburgh has been the site of a number of historical events. These events include the Revolutionary War's Battle of Valcour Island and the War of 1812's Battle of Plattsburgh.

Plattsburgh is tied to a number of famous and infamous people. The actor Jean Arthur was born here in 1900, John Henry Hopkins who was a former rector of Plattsburgh's Trinity Episcopal Church is the author of the Christmas hymn "We Three Kings of Orient Are," and architect John Russell Pope who designed the Jefferson Memorial also is the architect who designed Plattsburgh's City Hall.

The City is the county seat of Clinton County, New York. The population was 19,989 at the 2010 census. The population of the unincorporated areas within the Town of Plattsburgh was 11,870 as of the 2010 census; making the population for the immediate Plattsburgh, New York Region 31,859. The City is the heart of the Plattsburgh Micropolitan Statistical Area (MSA) - population 82,128 as of the 2010 Census. The Plattsburgh MSA includes all communities in the immediate Clinton County, New York area.

Currently, Plattsburgh is undergoing some major developments. There will be a new Waterfront Park located in the downtown area. A new city marina has been commissioned and is being constructed and will be open for the 2015 season. Catherine Gardens is another housing project which will be located in the Center City. Also, our Community Development Office is in the process of revitalizing downtown through New York State grants.

Plattsburgh holds many festivals throughout the year that include the Mayor's Cup Festival and Regatta, the Commemoration of the Battle of Plattsburgh, and various small events. The city holds the largest professional bass fishing tournament every year that is organized by the FLW and BASS.

The City of Plattsburgh has many recreation trails, fields, and beaches with easy access to Lake Champlain.

Vendor Qualifications

RFP responses will help the City of Plattsburgh to select the best qualified vendor, based on vendor excellence, experience, and abilities relevant to developing and implementing a new City website. Desired qualifications are summarized below. Responses to the RFP must include a written narrative answering to each of the identified items, organized by line item.

1. Introduction

A. Company Summary

2. Vendor Profile

A. Company History

B. Primary Contact Information

C. Primary business address and satellite office locations

D. Financial reports for the corporation's past five fiscal years to document financial stability

3. Project Member Roles

A. Name, title, role in company with respect to the City's project

B. Education, certifications, individual awards of professional merit, years of experience

4. Experience with Municipal Websites

A. Three references

1. Client information

2. URL for client site

3. Contract length

4. Client contact information

5. Awards given for site, if any

6. Details about the site, any specific elements you think stand out

B. If you have no experience with municipalities, please detail any work experience you deem relevant to a municipal website project (include URLs)

5. Project Development Strategy

- A. General timeline
- B. Identify all project phases and clearly define the City's role in each. Clearly explain the design process phase.
- C. Identify how the site will meet ADA compliance requirements, if not already described in section B
- D. Explain when, where, and how training will be conducted
- E. Post site go-live communication and follow-up (any scheduled reviews, award submissions, etc)

6. Product Support/Maintenance

- A. Ownership of the system/final product
- B. Primary single point-of-contact for the site, if not detailed in item (3) above
- C. Ongoing end-user training
- D. Availability of accurate, well-developed end-user documentation (manuals, videos, etc)
- E. Continued dialog with support staff/consultants, post site go-live
- F. Options for sharing ideas, enhancement requests, etc.
- G. Detail your normal support hours, emergency support hours, and the costs associated with each
- H. Software update/site maintenance procedures and costs
- I. Full text of each software license the City must maintain (if any), and the associated costs

7. Site Functionality

The functionality listed in the table below is neither complete nor exhaustive. Other relevant functionality may be suggested as seen fit. Unless specified otherwise, all of the functionality listed below must be able to be provided by the vendor, and may need to be phased in as budgetary constraints allow.

Functionality Listing

Component/ Module Name	Function	Offered by Vendor (Yes/No)	Vendor Comment
Access GIS, Crime Stats, etc.	Interface to existing systems and databases		
Agenda Management	Upload, create and manage agendas		
Alerts & Emergency Notification (Snow/parking ban, utility notices, etc)	Alerts posted on website and public notifications sent out through email, text message and social media		
Address-based lookup services	Find out which ward you are in, who your councilor is, where you should vote, what your trash pickup day is, etc.		
Archive Center	Store agendas,		

	minutes, newsletters and other documents		
Automatic expirations	Expiration dating, automatic removal of content		
Blog/News	Comments can be moderated by City before being published, feeds may come from RSS/Social Media		
Blotter (Police Activity Log)	Integration with existing blotter export tool		
Broken Links Finder	Automatic function preferable; user driven form when hitting a 404 acceptable.		
Browser Based Administration	Update, delete and create template based web pages		
Calendar	Update/publish calendars by department, city-wide, and community		
Citizen Sourcing Tool (Citizen Feedback)	Encourages citizen idea submission, engaging discussions, voting, etc.		
City Code/Charter online and easily searchable	Either built-in or integrated with a third party product like ecode360, etc		
Departmental Home Pages	Dynamic content		
Directories, Listing for Staff and Businesses	Dynamic content		
Document Center	Upload/download capability, back-end ability to search within		
E-Notifications via e-mail/SMS/Social Media	Electronic subscription, scheduled notifications, SMS subscribers, pushed calendar events, etc		
Event Registration	Online reservation/payment		
Facility Management	Reservations and/or listing		
Forward To a Friend	Forward current page/content to an		

	email address;E-Mail extension		
Frequently Asked Questions	Dynamic content		
Intranet/Extranet	User restricted pages		
LDAP/Active Directory Integration	Lightweight Directory Access Protocol (LDAP) integration for user access management		
Mobile App	Generic and/or custom		
Mobile Browsing	Website can be accessed from any mobile platform		
Multi-Lingual Support	Dynamic content – French language very important		
Most Wanted Lineup	Police use; photo/information banner/rotating content displaying current most wanted individuals		
News & Announcements	Dynamic content		
News Releases	Online publishing		
Newsletters/E-Zine	Subscription and online publishing		
Online Forms	Forms/publishing/track ing/form data routed to appropriate person/department		
Online Job Postings and Application	Applicants can also create an online profile, fill out application and attach additional documents		
Online Payments	Secure online transaction by department		
Parking Map	Downtown parking map. Dynamic availability of parking spots would be a “killer app”		
Parks & Recreation Activities	Ability to integrate with external solutions like EZfacility		
Photo Center	Display community photos in a central location on website		
Popular/Hot Now pages	Dynamically generated list of links to		

	pages/features most popular with users at any given point in time		
Postcard	Visitors can email virtual picture postcards		
Printable Pages	Print-friendly function		
Real Estate Management	Properties – commercial or residential – can be organized by and searched		
Request Tracking	Citizens can submit request to appropriate department		
Revenue Generation (targeted ads on certain portions of site/subsite)	Optional, not required		
RFP/RFQ/Bid Posting	Documents can be posted/potential bidders can register and be notified of new bids		
Rotating Photos/Banners	Dynamic image display		
RSS Feeds out	Registration by Department		
Quick Links	Links can be placed directly on the pages		
Search Engine Optimization	Optimize site in search engine rankings		
Site Search	Internal site search engine, site search log		
Site Statistics	Analytics and site audit reports		
Sitemap & Breadcrumbs	Dynamic		
Social Media Interface	Facebook/Twitter/etc feeds		
Spotlight	Ability to highlight important text on one or more pages		
Subsite ability	Ability for departments/ associated organizations to have a unique separate design and URL (Plattsburgh PD specifically, others as well)		
Survey/Polling	Poll/question/answer		

Capability	tracking		
Tourism/virtual tour	Highlight area attractions		
Transit services integration	Airport/bus schedules, etc.		
Video Hosting	With live streaming video capabilities for City meetings, etc		
Vital Statistics Online	Birth/Death/etc records, integration with VitalChek/BAS/or similar.		
Website Visitor Profile	Visitors can pick and choose the information that automatically becomes fed to their profile upon site login		
Other			

8. Description of the Content Management System

Describe the following; add as much as deemed fitting:

- A. Page creation and editing, including uploading attachments
- B. Page template functionality
- C. Versioning of content; ability to revert as needed
- D. Ability to schedule when content is shown
- E. Granularity of user/group permission levels

9. Project Cost Estimate

Please specify:

- A. Overall project cost
- B. Cost of design analysis, development, and implementation of new site
- C. Cost of training, by day/hour, including the number of employees to be trained, and whether on-site or remote
- D. Content migration cost on either a per page or entire site basis
- E. Cost of vendor recommended hosting, annually
- F. Recurring costs for hosting, support, etc
- G. Optional packages, enhancements, or features

10. Description of Hosting Plan/Proposed Site Architecture

- A. Describe if site will be self-hosted by the City, or hosted by vendor/outsourced to a third party
- B. Describe hosting redundancy, scalability, and resilience to mitigate outages, traffic bursts, and malicious attacks (DDOS or similar). If recommending a third party service like CloudFlare or similar, please elaborate
- C. Describe planned site architecture, ie: webserver software, any web application frameworks, development languages, backend database software, etc.
Block/functional diagrams of site architecture will be helpful

11. Guarantees and/or Warranties

Detail any guarantees and/or warranties offered to the City as part of its proposal

12. Summary

13. Any additional items (optional)

DRAFT

Deliverables

1. A complete narrative responding to items 1-13 in the vendor qualification section above, organized by line item, and in the same order as presented above
2. Proof of General Liability Insurance, Automobile Liability, Worker's Compensation and NYS Disability Insurance will be required prior to commencing any work. Liability insurance coverage shall be in the amount of \$2,000,000 (Combined Single Limit or equivalent). Professional liability shall be in the amount of \$1,000,000.
3. Any additional items deemed relevant to the response

Other Submission Requirements

The deadline for proposal submissions is Friday, May 1, 2015 at 11:00 a.m. EST. Submit one electronic copy on removable media (CD/DVD/Flash memory/etc) of the RFP response to the City of Plattsburgh, 41 City Hall Place, Plattsburgh, NY 12901, and e-mail one copy to braytonb@cityofplattsburgh-ny.gov. All removable media responses must be addressed to the attention of City Clerk and marked on the outside "City of Plattsburgh Website Redesign RFP."

Submissions must be received before the deadline listed above. Any submission received after the deadline will not be considered. The City may request clarification or further information from any vendor in consideration.

The City of Plattsburgh reserves the right to award this contract, in whole, in part, or not at all, dependent on what is in the best interest of the City. The City reserves the right to withdraw the RFP at any time.

All costs associated with responding to this RFP are entirely the responsibility of the proposing vendor.

Evaluation Criteria

The award of the contract resulting from this Request for Proposals will be based upon the provisions of Section 163 (10) of the State Finance Law on the basis of best value to a responsive and responsible Bidder. All proposals will be reviewed for compliance with the mandatory technical requirements and general requirements outlined in this Request for Proposals.

Selection Process

The selection process will generally follow the steps below. Please note that there will be no public bid opening.

- Step 1:** A team assembled by the City will review all RFP responses for completeness, and to determine if the proposal will meet the minimum requirements stated above.
- Step 2:** Vendor presentation/interview of selected candidates
- Step 3:** City team meets to discuss findings and conduct reference checks
- Step 4:** Professional services agreement negotiations commence/contract awarded

Key Events and Dates

EVENT	DATE	TIME
RFP Release Date	04/3/2015	4:00 PM
Closing Date for Pre-Bid Inquiries	04/10/2015	4:00 PM
Pre-Bid conference call (if requested by vendors)	04/15/2015	1:00 PM
Submission of Proposal	05/01/2015	11:00 AM
Vendor Presentations (If requested by City)	Scheduled as needed	Scheduled as needed
Contract Award / Contract Negotiations	06/5/2015	4:00 PM

* All dates and times are subject to change

Inquiries

General inquiries about this RFP must be in writing (e-mail preferred) and directed to:

Bryan Brayton
Director of Information Technology
City of Plattsburgh
41 City Hall Place
Plattsburgh, NY 12901
E-mail: braytonb@cityofplattsburgh-ny.gov



MUNICIPAL LIGHTING DEPARTMENT
(A Municipally Owned and Operated Power System)
Plattsburgh, New York

6 Miller Street
Plattsburgh, New York 12901
Ph # 518-563-2200
Fax: 518-563-6690

TO: Mayor James Calnon

FROM: William J. Treacy, P.E., Manager 

RE: Unpaid Final Bill Account Write-off

DATE: March 26, 2015

The Management of the Plattsburgh Municipal Lighting Department respectfully requests permission to proceed with the write-off of unpaid final bills. The period covered by this write-off will be from ***December 1, 2013 to December 31, 2013.*** The amount of the write-off will be \$3,108.63. The percentage of write-offs for this period is .22%.

Sales for this time period were \$1,408,751.60.

Payments on letters sent out on final accounts for this period were \$3,025.32.

This write-off of unpaid bills represents 21 customers ranging as follows (all customers have no forwarding addresses and/or letters returned):

0 to \$50.00 – 4 customers
\$50.01 to \$100.00 – 4 customers
\$100.01 to \$150.00 – 7 customers
\$150.01 to \$200.00 – 2 customers
\$200.01 to \$250.00 – 3 customers
\$350.87 – 1 customer

I thank you for your attention to this matter.

Cc: Richard Marks, City Chamberlain
Eileen Sickles, Account Systems Supervisor
Final Bill Account Write-off



Plattsburgh, New York

Richard A. Marks
City Chamberlain

Department of Finance
6 Miller Street
Plattsburgh, NY 12901
518-563-7704 TEL
518-563-1714 FAX

At a regular meeting of the Common Council of the City of Plattsburgh, New York, held April 1st, 2015, the following resolution was adopted:

By Councilor _____ ; Seconded by Councilor _____

WHEREAS, the following resolution was adopted on April 1st, 2015, and

WHEREAS, the Capital Expenditure Plan adopted December 23rd, 2014, includes a Public Service Equipment category, and

WHEREAS, the Engineering and Planning Department is establishing a 2015 Equipment Purchase project for items included in the Public Service Equipment category of the Capital Expenditure Plan adopted December 23rd, 2014, and

WHEREAS, the cost of the 2015 Equipment Purchase project has been estimated by the Engineering and Planning Department for the costs to implement the improvements during 2015, as follows:

	2015 Capital Plan	2015 Estimated Cost
Automobiles - 2 (Recreation)	\$ 28,000	\$ 28,000
Traffic Message Boards - 2 (Engineering)	16,000	16,000
Asphalt Heater Trailer (DPW)	60,000	60,000
Tractor with plow (DPW)	37,000	37,000
Mini Excavator (DPW, Water, Sewer)	75,000	75,000
Hot Box / Asphalt Heater (DPW)	28,000	28,000
Infrared Asphalt Equipment (DPW)	20,000	20,000
Asphalt Recycler (DPW)	75,000	75,000
Scan Tool (DPW, Water, Sewer)	10,800	10,800
Turf Aerator (Recreation)	14,000	14,000
Gator & Trailer / Turf Seeder (Recreation)	20,000	20,000
Turf Irrigation Equipment (Recreation)	<u>6,000</u>	<u>6,000</u>
Total	<u>\$ 389,800</u>	<u>\$ 389,800</u>
Project Funding:		
General Fund	\$ 316,600	\$ 316,600
Water Fund	28,600	28,600
Sewer Capital Reserve	28,600	28,600
NYS CHIPS	<u>16,000</u>	<u>16,000</u>
Total	<u>\$ 389,800</u>	<u>\$ 389,800</u>

Now therefore,

BE IT RESOLVED, by the Common Council of the City of Plattsburgh, New York, this 1st day of April 2015, as follows:

- 1) That, the amount of Three Hundred Eighty-nine Thousand Eight Hundred and 00/100 (\$389,800.00) Dollars is hereby appropriated for the capital project **2015 Equipment Purchase (H5110.49)** for the cost of the equipment listed above and is hereby authorized to be expended for such purpose.
- 2) That, Three Hundred Sixteen Thousand Six Hundred and 00/100 (\$316,600.00) Dollars of such appropriation be provided by an advance from the General Fund, but that such advance is to be repaid to the General Fund by year end through funding of this portion of the project with Bond Anticipation Notes or Serial Bonding.
- 3) That, Twenty-eight Thousand Six Hundred and 00/100 (\$28,600.00) Dollars of such appropriation be provided by funding from the Water Fund operations.
- 4) That, Twenty-eight Thousand Six Hundred and 00/100 (\$28,600.00) Dollars of such appropriation be provided by funding from the Sewer Capital Reserve.
- 5) That, Sixteen Thousand and 00/100 (\$16,000.00) Dollars of such appropriation be provided by funding from the NYS CHIPS allocation to the City of Plattsburgh.
- 6) That, this resolution takes effect immediately.

On Roll Call,

CERTIFIED A TRUE COPY

CITY CLERK

The Clinton County Oil Train Task Force

Rachelle Armstrong, Eric Day, Janet McFetridge, Jim King,
Harry McManus, Colin Reed, Phil Von Bargaen, Tom Wood

For distribution to the Legislators of the County of Clinton, Honorable Town Supervisors of Clinton County Townships and the Mayors of the City of Plattsburgh, Champlain, Dannemora, and Rouses Point.

To The Honorable Mayor and Councilors
City of Plattsburgh, New York

Members of regional municipal bodies, members of the Clinton County Legislature Transportation Committee, and the Director of Clinton County Emergency Services are leading a regional "Task Force" to provide our public with information about the safe transport of oil by rail through Clinton County. The Task Force also endeavors to advocate for creating conditions that will safeguard Clinton County citizens and our rich and abundant natural resources as oil and hazardous materials are transported through Clinton County.



Therefore, the **Clinton County Oil Train Task Force** is encouraging and soliciting the support of the Clinton County Legislature, Town Councils of Clinton County, Village Boards, and the City of Plattsburgh Common Council to adopt three separate and different resolutions which:

1. Requests the Federal Department of Transportation, through the Federal Railroad Administration and the Pipeline and Hazardous Materials Safety Administration, to protect the safety of residents of our County by ensuring that hazardous materials, especially oil tank railcars, be constructed with the "Best Possible Technologies." Additionally, the resolution further requests that the general Public as well as public officials, be informed and updated on all aspects of Regional Train Safety, Spill Response, Rail Operations, and Public Notification Plans involving the rail transport of all oil and hazardous materials by Rail Surface Transportation through Clinton County; and

The Clinton County Oil Train Task Force

**Rachelle Armstrong, Eric Day, Janet McFetridge, Jim King,
Harry McManus, Colin Reed, Phil Von Bargen, Tom Wood**

2. Urges the State of New York to follow through with the recommendations published in its document of December 2014, "Transporting Crude Oil in New York State: a Review of Incident Response and Prevention Capacity."
3. Urges the railroad and oil industries to protect New Yorkers by taking actions as recommended by the State of New York in Executive Order 125 and in the aforementioned document (2) two above.

We ask each local government agency to consider adoption of these draft resolutions for timely action. If you prefer to make revisions to these proposed drafts please do so. The Task Force will then collect and transmit the final resolutions adopted by each respective agency to the individuals and/or agencies identified within each resolution.

On behalf of all citizens of Clinton County we thank you in advance for acting upon these important and timely resolutions. The Clinton County Oil Train Task Force will continue to responsibly advocate for appropriate local, state and federal actions regarding the transport by rail of oil and hazardous materials through Clinton County.

Respectfully,
Clinton County Oil Train Task Force

WHEREAS, some of the most volatile crude oil extracted is being transported along railroads bound for distribution from Albany and destined for East Coast ports and refineries; and

WHEREAS, more than 400,000 carloads of crude oil were transported in this country in 2013, compared to 9,500 carloads in 2008, and a substantial proportion of the most volatile crude oil is transported through New York State and adjacent to sensitive ecosystems; and

WHEREAS, Albany County has seen significant increases in crude oil transported into the Albany Port facilities and recently Albany County issued a moratorium on the expansion of the processing of crude at the Port of Albany due to concerns related to potential conditions detrimental to the public health and safety of the residents of Albany County associated with crude oil being shipped into and processed at Albany Port Global Partners petroleum facilities; and

WHEREAS, more than thirty, unit trains, each hauling upwards of 300,000 gallons of crude oil, travel weekly through communities along Lake Champlain, through sensitive environmental resources, through dense population centers, and adjacent to sewage treatment plants, residences, and businesses; and

WHEREAS, there have been tragic losses of lives and properties over the past few years as trains transporting Bakken crude have derailed, and these derailments are occurring with increasing and shocking frequency as more oil is moved by rail; and

WHEREAS, since December 2013, New York State has experienced a number of train derailments, which could result in an explosion and/or a significant oil, spill; and

WHEREAS, crude oil from the Bakken shale deposits has been proven to be explosive and corrosive, and now crude from tar sands is also being transported which has different physical characteristics than Bakken crude but nevertheless are dangerous to human safety and the environment, thus making appropriate protection of public safety and environmental health, as well as spill response and remediation essential; and

WHEREAS, on January 28, 2014, New York State Governor Andrew Cuomo signed Executive Order 125 acknowledging that crude oil transportation by rail car and river vessels presents an unacceptable risk to communities in New York; and

WHEREAS, the National Transportation Safety Board reached the same conclusion and recommended major reforms to the rail oil transportation system; and

WHEREAS, both the DOT-111 cars and newer cars meeting the higher standard CPC-1232 present unacceptable dangers for which no community could adequately prepare, therefore now be it

RESOLVED, the City of Plattsburgh recognizes that crude oil cannot be transported safely by rail without creating a significant risk for the residents and environment in our region; and, be it further

RESOLVED the City of Plattsburgh urges both the federal Department of Transportation and the Department of Energy to work together to develop new regulations that require the stabilization of crude oil prior to shipment; and be it further

RESOLVED, the City of Plattsburgh urges the Federal Railroad Administration to effectively reduce the speed of trains transporting crude oil through our communities in New York State; and be it further

RESOLVED, the City of Plattsburgh urges Federal and State regulators to address known, unacceptable weaknesses of the DOT-111 and CPC - 1232 railcars; and, be it further

RESOLVED, the City of Plattsburgh urges United States Department of Transportation Secretary Anthony Foxx to issue an order banning the use of class DOT-111 cars for transporting crude oil under authority granted him by Title 49 of the United States Code, section 20104(a)(1); and, be it further

RESOLVED, the City of Plattsburgh urges the Federal Department of Transportation, the Federal Railroad Administration, and the Pipeline and Hazardous Materials Safety Administration to implement recommendations by the National Transportation Safety Board for crude oil transport by rail and to require the transporters to develop a fully vetted comprehensive response/recovery plan for all railcars transporting crude oil; and, be it further

RESOLVED, the City of Plattsburgh urges the National Transportation Safety Board to conduct forums to update the public on regional train safety, spill response, rail operations, and public notification plans for all energy-by- rail transportation; and, be it further

RESOLVED, that the Clerk of the City of Plattsburgh shall send copies of this Resolution to Federal Department of Transportation, Federal Railroad Administration, Pipeline and Hazardous Materials Safety Administration, National Transportation Safety Board, Amtrak, CSX Transportation, Canadian Pacific Rail, United States Department of Transportation Secretary Anthony Foxx, U.S. Senator Charles E. Schumer, U.S. Senator Kristin Gillibrand, U.S. Congress Member Elise Stefanik, New York State Governor Andrew Cuomo, New York State Department of Transportation Commissioner Joan McDonald, New York State Department of Environmental Conservation Commissioner Joe Martins, New York State Emergency Management Office, New York State Senator Betty Little, and New York State Assembly Member Janet Duprey.

Whereas, the City of Plattsburgh is encouraged by the many actions the State of New York has taken as a result of Executive Order 125, which directed state agencies to conduct a coordinate review of NYS crude oil incident prevention and response capacity; and

Whereas, upon its review of "The Transporting Crude Oil in New York State: A Review of Incident Response and Prevention Capacity in December of 2014," the *Clinton County Oil Train Task Force* acknowledges the State's extensive, appropriate actions to monitor and improve the safe transport of oil by rail and supports its recommendations for further action; and

Whereas of sixty-six actions taken to better prepare state and local responders in the event of a crude oil incident, the State acknowledges that full implementation of a number of other recommendations is necessary; therefore

Be It Resolved that the City of Plattsburgh urges the State of New York to continue its efforts to safeguard the public and environment along the affected railroad routes in our municipality as well as others throughout the state by following through on actions the State has identified in the aforesaid document as cited below.

1. Continue to create a pool of applicants for oil train inspectors through Civil Service exams in order to expedite hiring necessitated by retirement or resignation. It is essential that no time be lost when there is an opening in those positions.
2. Since limits are currently set regarding how much can be recovered from those responsible for an accident, the Navigation Law should be amended to enable greater Oil Spill Fund program capabilities. These funds are essential if we are to protect our people and precious natural resources in the event of a spill.
3. Increase preparedness-training opportunities.
4. Develop and open a one-stop web portal that provides access to emergency points of contact, training, grants, and other preparedness and response resources by the end of the year.
5. Develop a geographically tiered network of available response equipment that would enable rapid response in sharing those resources.
6. Since Geographic Response Plans (GRPs) are vital to responding to an incident, and since the EPA has obligated funding to update response plans and the United States Coast Guard has expedited updates, the New York State Comptroller is urged to release funds to pay for the State's portion for the development of GRPs.

Be it further Resolved that the City of Plattsburgh encourages NYS to continue an aggressive NYSDOT rail safety inspection program of the rail tracks and tank car equipment that includes tenacious enforcement of applicable regulations affecting train crews and all rail transport of crude oil and other hazardous materials.

Be it further RESOLVED that the City Clerk of the City of Plattsburgh shall send copies of this Resolution to Federal Department of Transportation, Federal Railroad Administration, Pipeline and Hazardous Materials Safety Administration, National Transportation Safety Board, Amtrak, CSX Transportation, Canadian Pacific Rail, United States Department of Transportation Secretary Anthony Foxx, U.S. Senator Charles E. Schumer, U.S. Senator Kristin Gillibrand, U.S. Congress Member Elise Stefanik, New York State Governor Andrew Cuomo, New York State Department of Transportation Commissioner Joan McDonald, New York State Department of Environmental Conservation Commissioner Joe Martins, New York State Emergency Management Office, New York State Senator Betty Little, and New York State Assembly Member Janet Duprey.

Whereas, the City of Plattsburgh is encouraged by the many actions the State of New York has taken as a result of Executive Order 125, which directed state agencies to conduct a coordinate review of NYS crude oil incident prevention and response capacity; and

Whereas, upon its review of "The Transporting Crude Oil in New York State: A Review of Incident Response and Prevention Capacity in December of 2014," the *Clinton County Oil Train Task Force* acknowledges the State's extensive, appropriate actions to monitor and improve the safe transport of oil by rail and supports its recommendations for further action; and

Whereas, the State of New York, in the aforementioned document, recognizes that the railroad and oil producers must act to protect New Yorkers; therefore, BE IT

RESOLVED that the City of Plattsburgh urges the railroad and oil producers act to protect New Yorkers by taking the following actions recommended by the State of New York.

1. Because the dissolved gases in Bakken crude contributed to the severity of the Lac-Megantic incident, *crude oil producers should invest in critical equipment that would reduce the volatility of Bakken crude.*
2. Crude oil producers, railroads, shippers, storage, trans-loading facilities, and out of state refineries who profit from the industry boo, *must take responsibility to commit to the highest possible standards to insure safe operations.*
3. Global Partners announced that it would phase out the use of unsafe DOT 111 tankers in favor of CPC 1232, which provide some additional protections. However, in the April 30, 2014, incident at Lynchburg, Virginia, CPC 1232 cars were breached along with DOT-111 tankers. We agree with the State's conclusion that *finalizing the new federal tank car standard for high-hazard flammable trains is an urgent problem that should be of the highest priority in order to safeguard our communities. In addition, we request that the industry commit to voluntary actions regarding safer standards while federal regulations are finalized.*
4. Class I railroads should *finalize the implementation of a web-based information access system to provide real-time information about hazardous materials to affected municipalities and their first responders.*
5. The rail and oil production industry should *clarify a commitment to expand community engagement requirements outlined but not explained in the voluntary measures taken by the railroads.*
6. Class I railroads should *conclude their computer model-based route risk analysis which accounts for 27 factors affecting the transportation of hazardous material; and*

BE IT FURTHER RESOLVED, that the Clerk of City of Plattsburgh shall send copies of this Resolution to Federal Department of Transportation, Federal Railroad Administration, Pipeline and Hazardous Materials Safety Administration, National Transportation Safety Board, Amtrak, CSX Transportation, Canadian Pacific Rail, United States Department of Transportation Secretary Anthony Foxx, U.S. Senator Charles E. Schumer, U.S. Senator Kristin Gillibrand, U.S. Congress Member Elise Stefanik, New York State Governor Andrew Cuomo, New York State Department of Transportation Commissioner Joan McDonald, New York State Department of Environmental Conservation Commissioner Joe Martins, New York State Emergency Management Office, New York State Senator Betty Little, and New York State Assembly Member Janet Duprey.

City of Plattsburgh Email Policy

Email Policies and Procedures

1. General Policy

Email is an information asset that is owned by the City of Plattsburgh, hereinafter referred to as the City. The City is required to manage the email system appropriately, and in a manner that is compliant with current laws and regulations. The management of email records is the responsibility of each City employee.

1.1 Purpose of This Email Policy

- A. Ensure the City manages email efficiently
- B. Provide a clear legal basis for actions pertaining to email and a clear definition of who is responsible for each aspect of managing email
- C. Protect the rights and assets of the public and taxpayers by maintaining accessible, secure email records
- D. Automate preservation of emails
- E. Ensure systematic legal destruction of email records in accordance with applicable law

1.2 Ownership of Emails

All City employees are advised that the emails they use in their daily work are not their personal property. **Employees should have no expectation of personal privacy for any email messages they create, receive, and/or maintain on their City email accounts.** By using the City email system, City employees acknowledge they understand this concept of ownership.

1.3 Use of Personal Email Accounts

All users must be aware that any business related emails they create on personal email accounts are subject to disclosure, including but not limited to New York State Freedom of Information Law ("FOIL"), a court action, and/or an audit. For this reason, City employees should not use personal email accounts to conduct City business, and are provided methods to use City email services remotely.

1.4 Roles and Responsibilities

Listed below are the designated employees/departments who have specific responsibilities for managing email. These responsibilities are indicated throughout this policy under each subject area.

- A. Records Access Officer (RAO): City Clerk working with the City Corporation Counsel designated pursuant to the Freedom of Information Law and the City's FOIL Policy and Procedures
- B. Information Technology (IT) Employees:

City of Plattsburgh Email Policy

1. Maintain the technical capabilities of the email management system through scheduled upgrades and migration.
 2. Provide technical training on how to use the email system.
 3. Ensure that appropriate technical measures are in place to preserve emails, according to this Email Policy.
 4. Ensure system destruction of emails that have passed the seven (7) year retention period, and halt the destruction of email, when directed.
- C. Email user: anyone assigned an account on the City's email system.
- D. The City: at all times maintains legal and physical custody of all archival email records.
- E. Department Heads
1. Support the work of the RAO
 2. Ensure policy enforcement within their department
 3. Report suspected email abuse to the IT director
 4. Ensure ongoing financial support for the technology, staffing, and employees training required to support a policy based email program
- F. State Archives
1. Provide technical advice on all aspects of managing email records, including retention and disposition.
- G. Corporation Counsel: Responsible for oversight of Legal Holds, as described in Section 4.1 below.

1.5 Policy Review, Application and Updating

This policy will be reviewed periodically by the Mayor and modified as needed. This policy is intended to apply to email circulated after the enactment of this policy. For email circulated prior to the enactment of this policy, the City intends to use best efforts to store same for the necessary periods but cannot guarantee complete retention.

2. The Email Management System

The City of Plattsburgh has invested in an email management system. The email system is designed to handle most aspects of managing email automatically.

2.1 System Capabilities

- A. Filters spam messages, providing users with access to filtered email for their review.
- B. Filters for suspect content (explicit or harassing language) according to a predefined list of terms or combinations of terms.
- C. Captures the text of the email message, attachments, and transmission data that identify the sender and recipients and the date and time the message was sent or received.

City of Plattsburgh Email Policy

- D. Stores all emails and their attachments immediately on receipt, saving only one instance of emails in a repository and destroying the copies.
- E. Associates an email and its respective attachment.
- F. Provides appropriate, secure levels of access.
- G. Provides a directory structure and search engine for all emails to which a user is allowed access.
- H. Prevents modification or deletion of emails once they are in the repository, to ensure their legal admissibility or production. If a user forwards or replies to an archived email, the user creates a new email record.
- I. Deletes email records after 7 (seven) years, unless subject to litigation or personnel hold.
- J. Includes a scrubbing application (permanent deletion) that is compliant with standards for secure data destruction established by the U.S. Department of Defense.
- K. Permits holds that suspend destruction of records that may be relevant to the following: including, but not limited to, an impending lawsuit, personnel action, investigation, or audit.

3. Access to Email

Access to City email and/or other systems will only be activated by IT staff after a request has been made by the appropriate Department Head. Department Heads are responsible for informing the IT Department of the completion of contractor/non-employee work or the departure/leave of a City employee.

3.1 City-User Access

Users generally have access to their own emails and, by proxy, to accounts to which they have been granted access. Access to emails in the archive repository is read only and restricted to authorized individuals.

Authorized users can search through files of repository emails based on records function via the repository's search engine. To enhance searching, email users must assign intelligible subject lines to all outgoing emails. Users are encouraged to use consistent, meaningful terminology that mirrors file titles in the City's other filing systems.

The IT Director and RAO have access to all City archive repository email records and can allow access to designees on an as needed basis. Access to certain emails relating to legal investigations, court actions, and personnel matters may be restricted by law to specific individuals in the City.

Sending and receiving email may be restricted, including but not limited to, allowing access to internal email addresses only.

Any "Everybody" emails or mass mailing (department-wide, City-wide, etc.) must be preapproved by the respective Department Head in consultation with the Mayor.

City of Plattsburgh Email Policy

Webmail: Users generally have access to their own emails via a webmail interface, and by proxy, to accounts to which they have been granted access. Webmail access will be suspended for employees on leave, unless department head approval is granted.

AutoForwarding City email account to external email accounts: The City prohibits setting rules that allow automatic forwarding of City email to home or other external email accounts, unless permission is obtained from the IT Director in consultation with the Mayor. Violation of this policy may result in discipline, up to and including termination. This policy does not prohibit the necessary ad hoc forwarding of email.

Email Mobile: City email access on a personally owned mobile device will only be granted with the written permission of the department head, in consultation with the IT Director.

The IT department is responsible for ensuring access to email records for 7 (seven) years, unless specified otherwise herein.

3.2 Public Access to Emails

The City provides public access to records in accordance with the New York State Freedom of Information Law (FOIL). Refer to the City of Plattsburgh's FOIL Policy and Procedures for further information.

4. Retention and Disposition

The Email Management System will manage retention and disposition on a regular basis, according to systems settings. Certain circumstances (legal proceedings, FOIL requests, audits, employee departures) may require the City to suspend or supersede standard retention and disposition practices.

4.1 Managing Retention and Disposition

The RAO is responsible for advising on all retention and disposition issues associated with email, including the retention and destruction of backups.

Working with the RAO, IT employees will ensure that appropriate technical measures are in place to preserve emails (*See Section 9, "Preservation"*), destroy emails that have passed their retention periods, and halt the destruction of email, if needed.

The City Corporation Counsel is the primary entity responsible for oversight of the policy and procedure regarding prohibition of destruction of email records that may be involved in actual or potential litigation ("Legal Hold").

The City Corporation Counsel is the sole entity responsible for releasing a Legal Hold. A review of all Legal Holds will be conducted no later than annually.

The improper or illegal destruction of records, or tampering with same, in violation of this policy, the City Record Retention Policy and/or applicable law, may result in discipline up to and including termination of employment.

4.2 Destruction

City of Plattsburgh Email Policy

The email system will automatically destroy any records that have passed their official retention period, except for those that are marked as on Legal Hold. When the email system itself is decommissioned or replaced, all data on it will be securely erased before disposition.

4.3 Staff Departures

When an employee will be separating from employment, Human Resources will notify IT to disable the employee's accounts. These accounts are subject to the Legal Hold process as stated in 4.1.

4.4 Leaves of Absence or Suspensions

Employee leaves or suspensions may also be subject to this procedure as outlined in 4.3 in consultation between and among the Department Head, IT, HR, and the Mayor.

5. E-discovery

All email messages, including personal communications, may be subject to disclosure in all pending or actual legal actions potentially involving the City of Plattsburgh.

For this reason, all City emails must contain a subject line, which clearly states the content of the email.

If a City employee becomes aware of potential litigation, it is his or her responsibility to notify their Department Head who shall contact Corporation Counsel immediately. Corporation Counsel will initiate a Legal Hold, if necessary, and notify the Mayor and RAO of the hold and any other action, if any, needs to be taken.

Legal counsel will work to ensure that the parameters of a records search involving email is as narrow as possible to speed retrieval and limit the collateral exposure of email that is not actually subject to the specific discovery request.

6. Appropriate Use of Email

All users of City email are expected to know the difference between appropriate use and inappropriate use of email.

All users must acknowledge their personal responsibility for using email appropriately as a part of their orientation into the City and thereafter each time they log into the system.

7. Inappropriate Uses of Email

City email is provided as a tool to assist City employees in their daily work. Email is intended for official communications only. Every City employee has the responsibility to limit use of the system to City business only.

Conversely, the use of personal email accounts and technology to conduct City business is strongly discouraged. Personal email accounts and equipment suspected of being utilized to conduct City business may be subject to disclosure in the event of legal action that involves City records.

City of Plattsburgh Email Policy

The following list provides examples of unacceptable uses of City email services. This list is illustrative, and not comprehensive.

Inappropriate email uses include, but are not limited to:

- A. Activities unrelated to official assignments or job responsibilities.
- B. Any illegal purpose.
- C. Transmitting inappropriate, threatening, obscene, pornographic, indecent, or harassing materials or messages, including cartoons, jokes, chain letters or illegal schemes.
- D. Unauthorized distribution of City data and information, including but not limited to IDs and passwords.
- E. Interfering with or disrupting network users, services, or equipment.
- F. Private purposes, such as marketing or business transactions.
- G. Installing copyrighted software or computer files illegally.
- H. Promoting religious and political causes.
- I. Unauthorized not-for-profit business activities.
- J. Private advertising of products or services.
- K. Modifying, copying, or seeking information about files or data belonging to other users, without explicit permission to do so.
- L. E-mail signatures/closings should not include extraneous messages, personal slogans, or beliefs, other than business specific, mission statement material approved by the Department Head.

7.1 Enforcing Appropriate Use

The City has the right and responsibility to:

- A. Log network use and monitor server space utilization by users.
- B. Limit the personal use of email and emphasize to users that they should have no expectation of personal privacy.
- C. Restrict listserv membership to those listservs that are directly related to the job and the work of the City.
- D. Add an automatic disclaimer at the end of all outgoing messages regarding intended recipients and confidentiality/privacy of email messages.

City of Plattsburgh Email Policy

- E. Require acceptance of a log-in banner acknowledging the City of Plattsburgh statement of appropriate email use.
- F. Inform users that inappropriate use will be addressed through disciplinary action or termination, if necessary, and that messages relating to or in support of illegal activities must be reported to the appropriate authorities.

The RAO and IT Director have universal access rights to all email so they can monitor and ensure system security.

The City's IT Director and Human Resource Director or appropriate government official will review alleged violations of the email appropriate use policy on a case by case basis. Violations of the policy that are not promptly remedied will result in termination of internet and email services for the person at fault, and referral for disciplinary actions as appropriate.

7.2 Alternatives to Email for Work-related Activities

Email transmittal of confidential information, including but not limited to the examples below, is strongly discouraged. When necessary, employees involved in cooperative projects may decide to use collaboration software or a shared directory rather than email to document and share information about that project. Encrypted email is also an available option to secure communication of confidential information.

Email is strongly discouraged for transmitting and documenting the following communications listed below. This list is illustrative and not comprehensive.

- A. Information on impending personnel actions, such as employee disciplinary matters and performance evaluations.
- B. Confidential City information and information that is protected by personal privacy laws, including but not limited to, Social Security numbers, medical information, and credit information.
- C. Information that may jeopardize facility security.
- D. Formal or official communications that merit a printed or electronic document because of their importance.

8. Technical Security

The IT Department will work to ensure the technical operability of the email management system, including providing training for and monitoring the use of all email users.

8.1 Employee Training

The IT Department has the primary responsibility for training employees on the City email system.

8.2 System Security Controls

City of Plattsburgh Email Policy

The IT Department works to implement technical security measures for the City's email management system. IT employees are responsible for providing and maintaining up to date antivirus software, firewalls, spam filters, and intrusion detection logs to protect the overall system from malicious email messages and other forms of sabotage. See also 8.5 Passwords.

8.3 Handling Suspect Content

In the event that email users receive unsolicited email (spam) or email with unexpected and suspect attachments, they must delete the emails and report them to the IT Department who will assess the security risk. Under no circumstances should users open suspect email attachments. Unless asked by IT, users should not forward the suspect email.

Users should not follow links to external websites from unsolicited messages.

8.4 Handling Filtered Email

If a City employee believes that legitimate email is being filtered before it reaches their mailbox, the employee should contact the IT Department for consultation. If work related emails from the same source are consistently blocked, the user should contact the IT department to determine whether emails from that source may be whitelisted to the user's mailbox.

Users should not release or open email they were not expecting or do not recognize.

8.5 Passwords

All users must use passwords to access their email. Employees are encouraged to use strong passwords (containing a combination of numbers, letters and symbols). All passwords must be a minimum 8 characters and, optimally, should be 15 characters. Users should change their passwords if they suspect they have been compromised. The system will force a password change every six months. They must not share their passwords with anyone.

9. Preservation

The RAO will apply all preservation standards to any records submitted to them with a retention period of longer than seven (7) years to ensure that even the nonpermanent records are accessible for their full retention period in spite of rapidly changing technology.

9.1 Software Upgrades

IT employees will monitor new versions of email management system software to determine whether an upgrade is necessary, balancing the need to ensure accessibility for the full retention period against data loss that may occur with each data migration.

9.2 Backups

Backups of the email system are to be used for disaster recovery purposes only, not for retention purposes. Data on backups are not indexed and are in a proprietary compression format, making it less likely that data will be accessible long term.

City of Plattsburgh Email Policy

9.3 Media Integrity

The IT Director, with the aid of IT employees, will institute maintenance procedures for electronic media that contain retained emails to ensure their integrity, free of defect or physical degradation. Such procedures may include, but will not be limited to, real time monitoring.

10. Training and Policy Awareness

All City employees shall be provided with this City of Plattsburgh Email Policy (the "Policy"). All employees shall read and become familiar with the Policy within the first ten days of employment and thereafter whenever the policy is revised.

Training on the technical aspects of the email system and City email management policies, security, and appropriate use may be part of a new employee orientation and will thereafter be upon request.

The RAO will provide the City of Plattsburgh Records Retention Schedule and is available to answer questions or provide training upon request that will cover the records management issues associated with email.

Training materials for both policies will be made available on the City's intranet site.



MUNICIPAL LIGHTING DEPARTMENT
(A Municipally Owned and Operated Power System)

Plattsburgh, New York

William J. Treacy, P.E.
Manager

6 Miller Street
Plattsburgh, New York 12901
518-563-2200
Fax: 518-563-6690

March 27, 2015

To: Mayor Jim Calnon

From: Bill Treacy, Manager

Subject: Permission to Issue Bid Proposal

The Plattsburgh Municipal Lighting Department respectfully requests permission from the Common Council to advertise for sealed bid for:

PMLD BID NO. 2015 - 4 - 1
DISTRIBUTION SUBSTATION MAINTENANCE AND RELAY CALIBRATION
ADDOMS, RIVERSIDE, AND BAILEY SUBSTATIONS

BID OPENING DATE: May 4, 2015 at 11 AM

We propose that this bid be received under PMLD Bid No. 2015-4-1, prior to 11:00 AM, local time, on the date shown above, then publicly opened and read in the Common Council Chambers.

Respectfully submitted,


Bill Treacy, P.E.
Manager

cc: Councilor Kasper, PMLD Liaison
Sylvia Parrotte, City Clerk
Kelly Clookey, Finance Director
Bid 2015-2-1 File



Plattsburgh, New York

Richard A. Marks
City Chamberlain

Department of Finance
6 Miller Street
Plattsburgh, NY 12901
518-563-7704 TEL
518-563-1714 FAX

At a regular meeting of the Common Council of the City of Plattsburgh, New York, held April 1st, 2015 the following resolution was adopted:

By Councilor ; Seconded by Councilor

WHEREAS, the following resolution was adopted on April 1st, 2015, and

WHEREAS, the Capital Expenditure Plan adopted December 23rd, 2014, includes a Bridge & Waterfront category, and

WHEREAS, the Engineering and Planning Department has established a 2015 City Marina project for items included in the Bridge & Waterfront category of the Capital Expenditure Plan adopted December 23rd, 2014, and

WHEREAS, the cost of the 2015 City Marina project has been estimated by the Engineering and Planning Department for the costs to implement the improvements during 2015, and is being revised, as follows:

	2015 Capital Plan	2015 Estimated Cost	2015 Revised Cost
City Marina	\$ 500,000	\$ 500,000	\$ 500,000
Tour Boat Building Repairs	<u>150,000</u>	<u>150,000</u>	<u>320,000</u>
Total	<u>\$ 650,000</u>	<u>\$ 650,000</u>	<u>\$ 820,000</u>
Project Funding:			
General Fund	\$ 550,000	\$ 550,000	\$ 720,000
Federal B.I.G. Grant	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>
Total	<u>\$ 650,000</u>	<u>\$ 650,000</u>	<u>\$ 820,000</u>

Now therefore,

BE IT RESOLVED, by the Common Council of the City of Plattsburgh, New York, this 1st day of April 2015, as follows:

- 1) That, the amount of Eight Hundred Twenty Thousand and 00/100 (\$820,000.00) Dollars is hereby appropriated for the capital project **2015 City Marina (H5110.48)** for the cost of the improvements listed above and is hereby authorized to be expended for such purpose.
- 2) That, Seven Hundred Twenty Thousand and 00/100 (\$720,000.00) Dollars of such appropriation be provided by an advance from the General Fund, but that such advance be repaid to the General Fund by year end through funding of this portion of the project with Bond Anticipation Notes or Serial Bonding.
- 3) That, One Hundred Thousand and 00/100 (\$100,000.00) Dollars of such appropriation be provided by funding from a Federal B.I.G. Grant.
- 4) That, this resolution takes effect immediately.

On Roll Call,

CERTIFIED A TRUE COPY

CITY CLERK



Plattsburgh, New York

Kevin R. Farrington, P.E.
City Engineer

Engineering & Planning Dept.
41 City Hall Place
Plattsburgh, New York 12901
518-563-7730
Fax: 518-563-3645

MEMORANDUM

TO: Richard Marks, City Chamberlain

FROM: Kevin Farrington, City Engineer. *KRF*

DATE: March 27, 2015

REF: Request for Amendment to 2015 Bridge & Waterfront

It is requested that capital project H5110.48 "Bridge & Waterfront" be amended as follows:

10 BRIDGE & WATERFRONT

	2015 Approved Capital Plan	2015 Proposed Budget	Source of Funds
City Marina	\$ 500,000.00	\$ 500,000.00	B.I.G. Grant/ General
Tourboard Building Repairs	\$ 150,000.00	\$ 370,000.00 ²	General

Total: \$ 650,000.00 \$ ~~870,000.00~~[✓]

Funding Summary: \$ 650,000.00 \$ ~~870,000.00~~² GENERAL

2015 Annual Meeting Tentative Agenda

SUNDAY, MAY 3

1:00 p.m. NYCOM REGISTRATION OPENS

2:00 p.m. CONCURRENT SESSIONS

- Rights and Responsibilities Under FOIL and OML
- Albany Update

3:30 p.m. CONCURRENT SESSIONS

- IMAs and Risk Transfer
- Developing a Vision for Your Community
- Using a Land Bank to Address Abandoned Properties

6:00 p.m. - RECEPTION

7:00 p.m. DINNER

- Local Government Achievement Awards
- NYMIR and NYS Municipal Workers' Compensation Alliance Risk Management Awards
- Entertainment

MONDAY, MAY 4

8:00 a.m. CONCURRENT SESSIONS

- Cost Effective Solar Policy
- Running Wild: Animal Control in a Municipal Jungle
- New York's Rollout of Medical Marijuana: Opportunities for Economic Development?

9:00 a.m.

- **ANNUAL BUSINESS MEETING**

9:30 a.m. OPENING GENERAL SESSION

Big Ideas Start Small

The most successful "Big Ideas" often begin small in scope yet become far-reaching in terms of impact on a community. Big Ideas don't discriminate between large and small, or urban/suburban/rural local

governments. This session will feature four separate speakers each giving a 20-minute, idea-focused talk meant to foster learning, inspiration and the hatching of a Big Idea in your community.

11:00 a.m. CONCURRENT SESSIONS

- Creative Approaches to Annexation
- Painful Lessons in Workers' Compensation
- Collective Bargaining: Negotiation Trends and Creative Ways to Settle Contracts
- How to Recover Following a Municipal Disaster

12:30 p.m. LUNCHEON

- Annual Installation of NYCOM Officers

2:00 p.m. CONCURRENT SESSIONS

- Getting Engaged in the REDC/CFA Process
- Capital Plan Development and Implementation
- In the Trenches: What Every Municipal CEO Needs to Know About Their DPW
- Attracting and Retaining Youth in Your Community

3:30 p.m. CONCURRENT SESSIONS

- Understanding the New Brownfields Program
- Q & A: NYCOM Staff Legal/Finance Panel
- Placemaking and Tactical Urbanism

5:00 p.m. PRESIDENT'S RECEPTION

Sponsored by New York Municipal Insurance Reciprocal (NYMIR)

Evening **DINNER ON YOUR OWN**

TUESDAY, MAY 5

8:30 a.m. CONCURRENT SESSIONS

- Polling as a Governing Tool
- Hot Topics in Policing: Use of Tasers & Body Cameras
- Gaining Control of Utility Costs

10:15 a.m. CONCURRENT SESSIONS

- Justice Courts
- Rough Waters: Ethics for Municipal Leaders
- Funding Opportunities for Local Infrastructure

11:30 a.m. MEETING CONCLUDES



Plattsburgh Police Department
45 Pine Street

Plattsburgh, New York

518-563-3411
518-566-9000 (FAX)

DESMOND J. RACICOT
Chief of Police

March 27, 2015

Mayor James E. Calnon
And members of the Common Council
41 City Hall Place
Plattsburgh, NY 12901

Ladies and Gentlemen:

I respectfully request your approval for one Police Officer to travel to Elmira, NY for "Firearms Instructor Course", hosted by the City of Elmira, from 05/17/15 to 05/29/15. The total cost is estimated at \$1,616.00; and will be expensed from the Asset Forfeiture fund. Your consideration in this matter is very much appreciated. If you should have any questions or require additional information, please feel free to contact me.

Respectfully,

Chief Desmond J. Racicot
Plattsburgh Police Department

DJR/hls



Plattsburgh Police Department
45 Pine Street
Plattsburgh, New York

518-563-3411
518-566-9000 (FAX)

DESMOND J. RACICOT
Chief of Police

March 27, 2015

**Mayor James E. Calnon
And members of the Common Council
41 City Hall Place
Plattsburgh, NY 12901**

Ladies and Gentlemen:

I respectfully request your approval for one Police Officer, and one civilian Police Department employee to travel to San Diego, Ca "39th Annual IACP Law Enforcement Information Management (LEIM) Training and Technology Exposition", from 05/17/15 to 05/21/15. The total cost is estimated at \$4,820.20 as the airfare is estimated at current rates and is subject to change by the time booking takes place; and will be expensed from the Asset Forfeiture fund. Your consideration in this matter is very much appreciated. If you should have any questions or require additional information, please feel free to contact me.

Respectfully,

**Chief Desmond J. Racicot
Plattsburgh Police Department**

DJR/hls